

COMPENSATION BOARD DOCKET #04/02

AUGUST 20, 2003

304-04-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	SHERIFF	7/23/03 – OFFICE REQUESTS 10 ADDITIONAL EC7 POSITIONS DUE TO CONTINUED RISE IN JAIL COUNT. PER LIDS DOCUMENTATION LOCALITY JAIL COUNT HAS AVERAGED 472.4 OVER THE PAST 12 MONTHS EVEN THOUGH RATED CAPACITY IS 288.	\$213,849 AUG THRU JUNE 2004	Deferred to September 17 pending review by Compensation Board staff.
MADISON COUNTY	SHERIFF	7/24/03 – OFFICER REQUESTS 6 MONTHS OF SALARY (JULY – DECEMBER) FOR CHIEF DEPUTY POSITION # 11 (L10 @ \$46498) BE TRANSFERRED TO TEMPORARY. THE CHIEF DEPUTY IS NOW ACTING SHERIFF AND HIS POSITION MUST REMAIN VACANT UNTIL JANUARY 1, 2004. TOTAL TRANSFER IS \$23294.04 TO TEMP.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
WASHINGTON COUNTY	SHERIFF	7/31/03 – OFFICER REQUESTS TO TRANSFER ANNUAL SALARY (EFFECTIVE 7/1/03) OF POSITION 29 (L12 @ \$53139) FROM PERMANENT TO TEMPORARY SALARIES FOR FY04.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
PAGE COUNTY	SHERIFF	8/5/03 – OFFICER REQUESTS TO TRANSFER ANNUAL SALARIES (EFFECTIVE 7/1/03) OF THE FOLLOWING POSITIONS TO TEMPORARY FOR FY04: POS 6, L11 @ \$50827 POS 24, CO SP @ \$27854 POS 39, CS7 @ \$23329 TOTAL TRANSFER TO TEMPORARY IS \$102010.00.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

304-04-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF HOPEWELL	SHERIFF	8/08/03 – OFFICER REQUESTS RECONSIDERATION OF SALARY TO \$25,501. G. S. CLAIBORNE III RE-HIRED AS CS7 ON 4/1/2003 AT AR OF \$23,329 DUE TO 30 DAY LAPSE IN EMPLOYMENT. HE RESIGNED ON 2/20/03. DEPUTY CLAIRBORNE WILL BE RE-GRADED AS CS8 AT AR OF \$25,662 EFFECTIVE 4/1/04.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. Approved at no cost to the Compensation Board and base part-time budget reduced by \$2,172.
GRAYSON COUNTY	SHERIFF	8/14/03 – OFFICER REQUESTS TO TRANSFER ANNUAL SALARY OF POSITION 8 (CS7 @ \$23995) TO TEMPORARY FOR THIS FISCAL YEAR. HE IS UNABLE TO FILL THE POSITION DUE TO THE REALLOCATION POLICY.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

320-04-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	COMMONWEALTH'S ATTORNEY	07/21/03 Officer requests to transfer Turnover Funds @ \$16,136 to Base Temporary Funds. These funds will be generated effective 8-5-2003.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
BRISTOL CITY	COMMONWEALTH'S ATTORNEY	07/29/03 Officer requests to transfer Turnover Funds @ \$3,265 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
CHARLOTTE COUNTY	COMMONWEALTH'S ATTORNEY	8-7-2003 Officer requests to amend the FY04 budgeted Funds.		Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
		Officer requests to reduce the budgeted salary of pos. #2 SEC @ \$19,452 to SEC @ \$16,564. Turnover Funds generated @ \$2,888. Prorated @ \$2,647.33.	-0-	
		Officer requests to transfer Turnover funds @ \$2,888, prorated @ \$2,647.33, to BASE Office Expense Funds.	-0-	
CRAIG COUNTY	COMMONWEALTH'S ATTORNEY	8-12-2003 Officer requests to transfer Annual Vacant Funds from position #2 SECB @ \$9,444 to Temporary Funds for FY04.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

732-04-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	TREASURER	8-5-2003 Officer requests to transfer Annual Vacant Funds from pos. #5 GC-G4 @ \$2,900, prorated @ \$2,658.33, and pos. #9 DI-G5 @ \$922, prorated @ \$845.17, equaling \$3,503.50 to Temporary Funds for FY04.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

734-04-02: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NELSON COUNTY	COMMISSIONER THE REVENUE	OF	8-4-2003 Officer requests to transfer Annual Vacant Funds from pos. #4 DI-G5 @ \$3,934, prorated @ \$3,606.17, to Temporary Funds for FY04.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
RADFORD CITY	COMMISSIONER THE REVENUE	OF	7-28-2003 Officer requests to transfer Annual Vacant Funds from pos. #1 DI-G5 @ \$2,086, prorated @ \$1,912.17, to Temporary Funds for FY04.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

321-04-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #04/01	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	BUDGET AMENDMENT PROCESS	COMPENSATION BOARD	Staff presents memo highlighting anticipated budget amendments for the DPB budget process this fall for the Board's review and discussion. NOTE: Material to be faxed August 18, 2003.	N/A	Compensation Board instructed the staff to advise DPB that decision packages/budget amendments are grouped in three categories: 1) required by law 2) health, safety issue 3) restoration of base budget
5.	SALARY INCREASE POLICY	COMPENSATION BOARD	Staff presents memo regarding salary increases.	N/A	Compensation Board made no changes to the existing salary increases policy.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
-----------------	----------------	----------------	-------------------	----------------------------------

NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/02
AUGUST 20, 2003**

No closed meeting.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

**H A N D C A R R Y
COMPENSATION BOARD DOCKET #04/02
AUGUST 20, 2003**

304-04-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

320-04-02: COMMONWEALTH’S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WASHINGTON COUNTY	COMMONWEALTH'S ATTORNEY	8-15-2003 Officer requests to transfer Annual Vacant Funds from position #1 AAll @ \$26,722 to Temporary Funds for FY04.	-0-	Deferred.

732-04-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE.				

734-04-02: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	COMMISSIONER OF THE REVENUE	<p>8-14-2003 Due to the resignation of the Commissioner of Revenue, the acting Officer requests additional Temporary Funds @ \$6,917.92, effective July 23 through November 4, 2003.</p> <p>This is based on pos. #1 DII-6 @ \$24,385, which the acting Officer will resume when the new Officer is elected November 4th, 2003.</p> <p>NOTE: Savings from the vacant DII position, which must remain vacant until the new Commissioner of Revenue takes office, is equivalent to the requested amount for FY03. 7 days of funding for July, 3 months funding (Aug. – Oct.), 2 days in November when newly elected officer takes office, would be \$6,917.92.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

321-04-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SUFFOLK CITY	CIRCUIT CLERK	COURT	<p>8-14-2003 2003 Due to the death of the Circuit Court Clerk, the acting Officer requests additional Temporary Funds @ \$15,707.33, effective August 12 through January 1, 2004.</p> <p>This is based on pos. #ACD-G13 @ \$40,078, which the acting Officer will resume when the new Officer is sworn in January 2, 2004.</p> <p>NOTE: Savings from the vacant ACD position, which must remain vacant until the new Clerk takes office, is equivalent to the requested amount for FY04. 14 days of funding for August, 4 months funding (Sept. – Dec.), 1 day in January, when the newly elected officer is sworn in, would be \$15,707.33.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
NORTHAMPTON COUNTY	CIRCUIT CLERK	COURT	<p>8-14-2003 2003 Due to the retirement of the Circuit Court Clerk, the acting Officer requests additional Temporary Funds @ \$8,755.88, effective July 1 through November 5, 2003.</p> <p>This is based on pos. #ADCIII-G9 @ \$25,627, which the acting Officer will resume when the new Officer is sworn in November 5, 2003.</p> <p>NOTE: Savings from the vacant DCIII position, which must remain vacant until the new Clerk takes office, is equivalent to the requested amount for FY04. 4 months funding (July – Oct.), 2 days in Nov., when the newly elected officer is sworn in, would be \$8,755.88.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

321-04-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PULASKI COUNTY	CIRCUIT CLERK	COURT	<p>8-19-2003 Officer requests to amend the FY04 budgeted Funds.</p> <p>Officer requests to reduce the budgeted salary of pos. #6 SCT-G7 @ \$22,868 to SCT-G7 @ \$19,570. Turnover Funds generated @ \$3,298. Prorated @ \$2,748.33.</p> <p>Officer requests to transfer Turnover funds @ \$3,298, prorated @ \$2,748.33, to pos. #7 DCI-G6 @ \$0.00.</p> <p>Officer requests to transfer Annual Vacant Funds from position #6 SCT-G7 @ \$2,748.33 to Temporary Funds for FY04.</p>	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
PORTSMOUTH CITY	CIRCUIT CLERK	COURT	<p>8-19-2003 Officer has Delegation of Classification Authority.</p> <p>Officer requests to transfer BASE Temporary Funds @ \$4,008 to fund reclassifications.</p> <p>NOTE: Officer originally had -0- budgeted Temporary Funds but transferred Turnover Funds at FY03 year-end to Temporary in order not to loose the funds for future reclasses.</p> <p>Officer also had to reduce 2 position's salaries to \$0.00 for FY04 reductions.</p> <p>Officer is ranked 17, is due 11.77 FTE and is in 46.70% of Need.</p>	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
-----------------	----------------	----------------	-------------------	----------------------------------

NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
-----------------	----------------	----------------	-------------------	----------------------------------

NONE.